

Master Electrician Services
IFB # 3160004608
Amendment Two
Pre-Bid Meeting agenda, questions and answers
Bid submission Deadline: November 9, 2021, 12:00 PM CST

Ellisville State School (ESS) through this Amendment Two adds to the original IFB # 3160004608 for Master Electrician Services to include the Pre-Bid Conference Summary with questions and answers.

PRE-BID MEETING AGENDA
Ellisville State School
Project Name: Master Electrician Services
October 18, 2021, 10:00 AM CST

- A. INTRODUCTION – Channon
An introduction of Ellisville State School and ESS staff, Channon Cuevas, Contract Analyst
Otis Parker, Maintenance Director
Bethany Welch, Administrative Assistant
Dr. Kenneth O’Neal, Assistant Director
- B. SIGN-IN SHEET - Channon
Bidders were advised to sign in to the conference as if their company was not on the attendance log, their bid would not be accepted, as the Conference was Mandatory.
- C. PROJECT DESCRIPTION and PURPOSE - Channon
Background and purpose of the project was described to the attending bidders.
- D. DELIVERY METHOD - Channon
Delivery method of bids and required documents were read aloud to the attending bidders.
- E. QUESTIONS DURING BID – Channon
Bidders were informed that questions were to be submitted at this Bid-Conference.
- F. BID ADDENDUM - Channon
Bidders were informed that an acknowledgement of each corresponding addendum to the bid would be required for their bid to be accepted.
- G. BID OPENING - Channon
The deadline for bid submission was explained. Attending bidders were informed of the bid opening date and time.
- H. COMPLETION TIME & PROJECT SCHEDULE – Channon
Attending bidders were informed of the projected start date of the contract and duration.

- I. **REQUIRED BID SUBMITTALS – Channon**
Requirements of bid submittals and required documentation was provided to the attending bidders.
- J. **INSURANCE - Channon**
Attending bidders were advised of the insurance requirements should they be awarded the contract.
- K. **SCOPE OF WORK – Otis**
The scope of work as stated in the IFB was present to the attending bidders.
- L. **QUESTIONS – Otis**
Questions and answers are as listed below.
- M. **SITE TOUR? – Otis**
Site tours were scheduled at a different time with maintenance staff.

All information provided during the Pre-Bid Conference was taken directly for the Master Electrician IFB # 3160004608, a copy provided to each bidder by email, on the MS Contract Procurement Portal, the ESS website and in the Legal section of the Laurel Leader Call newspaper.

**Questions and Answers for Mandatory Pre-Bid Conference
October 18, 2021, 10:00 AM CST, Ellisville State School, Maintenance Conference Room**

Question #	Section #	Page #	Question	Answer
1	4	5	Is this for labor only?	Yes, section 4, subsection 1 “Provide all labor, required to provide Electrician Services”.
2	4	5	Will this be for 40 hours per week.	Yes, section 4 subsection 2 “Preform services during normal working hours five (5) days a week, eight (8) hours a day, unless otherwise directed by the Agency. Start time and end time shall be determined by the Maintenance Director”.
3	4	5	Will they be required to work holidays?	Yes and No. Section 4, subsection 3. “Provide services

				<p>as needed after hours, on weekends and holidays”.</p> <p>Amendment One:</p> <p>Provide emergency services as needed after hours, on weekends and holidays. Emergency service shall be, the Electrician arriving to the Agency within two (2) hours of receiving the service call.</p>
4	4	5	Will we have access to a bucket truck?	<p>Yes, section 4, subsection 7. “Supply all necessary hand tools needed for services to be performed, such as: meters, small hand tools, drills, gloves, hard hats, safety harness, and etc. The Agency shall furnish all large tools, such as bucket trucks, service trucks, hot sticks, ladders and etc. The Agency will provide electricity as well as water, and will not supply storage for Contractor or be liable for any items or materials belonging to the Contractor.”</p>

Please acknowledge receipt of this amendment and all others by signing this form and returning it, along with your original bid, by Tuesday November 9, 2021 at 12:00 PM CST. This acknowledgement should be enclosed in your bid packet following the submission instructions located in Section 8 of the Invitation for Bids. Failure to submit this acknowledgement may result in rejection of your bid.

Acknowledged by (signature): _____

Printed Name: _____

Company and Title: _____

Date: _____